

The Civil Service Hiring Process

1. APPLICATION REVIEW



Applications are **screened** in order to establish a group of candidates who meet the minimum qualifications for the position.

All of the applicants meeting the minimum qualifications of a position that requires testing are invited to take a **written examination**.

2. WRITTEN EXAMS



Many positions with the City of Grand Rapids will have a **written examination** that focuses on the essential tasks and functional knowledge the position requires.

There is **only one examination date and time** for each recruitment cycle.

Examinations are scheduled on **weekdays during daytime hours**.

While we are **unable to offer alternative dates and/or times** for the exams, we typically provide 10 to 14 days' notice so that you can make arrangements to be there. **Some exam dates are announced in the job posting.**

Written exams may account for only a portion of your final score, but **you must pass the written examination** in order to move on to the next step in the hiring process, given that the position for which you are applying requires a written examination.

3. PERFORMANCE EXAMS

Many positions also have a **performance examination** component.

These examinations are used to **determine if you have the specified skills** required of the position.

For Example: Keyboarding WPM, Word or Excel proficiency, etc.

Again, the performance exam may account for only a portion of your final score, but **you must pass every part of the performance examination** in order to move on in the hiring process.

4. ORAL EXAMS

Oral Exams are generally administered by a panel and consist of a series of questions to which applicants are expected to supply the best possible answer.

Again, the oral exam makes up only a portion of your final score, and **you must pass the oral exam** in order to continue in the process.

5. ELIGIBILITY & HIRING

Upon completion of the required testing, the final scores are calculated, and an **eligibility list** is created.

Scoring in the top 3 makes you eligible for selection. Because ranges of scores are sometimes grouped together, there could potentially be more than 3 individuals eligible for selection.

Eligibility lists **are kept for a minimum of 6 months** so that multiple candidates on the list can be considered for hire if additional positions with the same job title become available.

ADDITIONAL INFO

Some positions do not have written and performance tests. These positions have **skills demonstrations** instead.

For Example: Operation of equipment (backhoe, refuse packing vehicle, etc.), submission of a writing sample, or other exercise relevant to the position for which you applied

As is the case with examinations, **you must pass the skills demonstration** in order to move on to the next step in the hiring process.

Working through the screening, examination, and qualification process does take time. We thank you for your patience. Your name could be on an eligible list for an extended period of time, and **you could be offered a position up to a year after your initial application.**

Thank you for applying to the City of Grand Rapids!

We hope that this chart will assist you in your quest for employment with the City.

If you have additional questions, please contact us here:

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